



Health and Safety Policy

Introduction and Purpose

This policy outlines Primary Goal's commitment and responsibilities towards health and safety across the Organisation. Primary Goal Ltd promotes this policy at all times by encouraging safe working practices and raising awareness of health and safety amongst all team members, employers, apprentices and third parties. Primary Goal is committed to ensuring health and safety policies and procedures are compliant with current legislation and guidance.

Employer Responsibilities

The Primary Goal Founder is the designated person with overall responsibility for ensuring our compliance with Health and Safety legislation. They will ensure that:

- Our Health and Safety policy documentation is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- Primary Goal's health and safety provisions are continuously assessed and improvements implemented where necessary.
- Staff understand the allocated responsibilities for health and safety defined in this policy.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Adequate insurance cover is provided and renewed.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate system of maintenance exists and operates to keep work equipment in a safe condition.
- They communicate and consult with staff on health and safety issues.
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Adequate training, information, instruction and supervision is provided to ensure that work is conducted safely.
- Health and Safety concerns are reported timely and in the appropriate manner.
- Risk assessments are completed, recorded and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of staff, learners, contractors, and members of the public who may be affected.

All correspondence relating to health and safety within the organisation should be emailed to hr@primarygoal.ac.uk.

Management Responsibilities

Managers will ensure that in their areas of control:

- They actively lead the implementation of our Health and Safety Policy.
- They supervise their staff to ensure that they work safely, providing increased supervision for new and young workers.
- Safe systems of work are developed and implemented.
- Adequate resources are allocated to implement the safety policy and meet all safety requirements.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the HR Department.
- They communicate and consult with staff on health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
- Any safety issues that cannot be dealt with are referred to a senior manager for action.
- Health and safety rules are followed by all.

Employee Responsibilities

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the Organisation comply with their legal duties and contribute to the safe running of our workplace.

All employees have the responsibility:

- To take reasonable care of our own safety.
- To take reasonable care of the safety of others affected by what we do or fail to do.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
- To co-operate so that we as individuals and our organisation can fulfill our legal duties e.g. comply with our safety rules.
- To report any shortcomings in the existing safety arrangements to a responsible person without delay.
- To set a good personal example in relation to health and safety.

Employees should not carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could result in dismissal. Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way, the employee required to inform the HR Department immediately.

Apprentice Employer Responsibilities

Primary Goal prioritises health and safety for all apprentices and requires all employers of Primary Goal apprentices to provide a completed Health and Safety questionnaire, including information on Employer Liability Insurance, before a learner is enrolled onto programme. All learners and employers

working in partnership with Primary Goal will be subject to an appropriate induction to confirm they have sufficient knowledge and understanding of health and safety and are aware of their own internal procedures for instruction, supervision, training and reporting issues.

Health and Safety for Remote Workers

All staff employed by Primary Goal are employed on a remote-working basis. Upon commencement of employment, staff are required to undertake online training on Lone Working to understand the health and safety risks associated with this. Staff are also required to complete a Working from Home Risk Assessment which is then reviewed by the HR Department to assess any risks present within the employee's home, and work with the employee to mitigate these risks.

Primary Goal recognises, adheres to, and promotes The Health and Safety (Display Screen Equipment) Regulations 1992. The Company promotes safe working practices and ensures equipment is fit for purpose. Employees are encouraged to take regular breaks from their DSE and undertake regular eye testing. Employees should contact the HR Department for eyecare vouchers to cover the cost of routine eye examinations in relation to DSE use (recommended once every 2 years).

Health and Safety whilst Travelling

Should staff be required to travel for their role, appropriate risk assessments will be carried out as necessary to identify any potential or actual risks to the employee. When visiting external sites, staff are expected to adhere to the health and safety policies specific to the site in question, whilst maintaining the Employee Responsibilities detailed in this policy.

Should travel require the employee to drive, the following will be considered and enforced if necessary:

- Ensure the travel required is qualified to avoid unnecessary travel.
- Employees are not to drive if they assess that they feel too unwell to.
- Employees are responsible for ensuring that their vehicle is roadworthy and appropriately insured for business use.
- Avoid peak times of travel where possible.
- Take into account travel and weather conditions.
- Take regular breaks and avoid driving excessive amounts of mileage/hours in a day.
- Never use a hand-held device whilst driving.
- Never drive under the influence of recreational drugs or alcohol. Should the employee be taking medication, this must have been prescribed by a doctor and should be considered to have no adverse effects on driving.
- Abide by all current laws and legislation in relation to driving.

Physical and Mental Health at Work

Primary Goal encourage an open dialogue between employees, line managers and senior leaders. With this in mind, should staff feel that their mental health is being negatively impacted due to their working conditions, they are encouraged to speak to their line manager or another appropriate manager within the organisation who will be able to provide necessary support and guidance. Employees and managers should communicate regularly and work together to find solutions.

Primary Goal recognises that employees can find change stressful – including changes in working from home and hybrid working.

The Company aims to help to reduce stress through the following:

- Agreeing regular contact.
- Making reasonable effort to avoid employees feeling left out and lonely.
- Allowing employees to feel trusted and supported.
- Providing signposting and resources so that employees know how to get help with their mental health.
- Provide employees with knowledge of how to report IT issues.
- Set clear targets and objectives to provide clarity around expectations of job role.

Employees are encouraged to utilise their unpaid breaks (if applicable) to take time away from their workstation. Employees are also encouraged, unless absolutely necessary, to complete all work within their contracted daily hours and to not undertake additional work outside of this.

Primary Goal encourages all employees to maintain a level of physical activity to contribute to their physical and mental health.

Accidents

Although every effort will be made to ensure a safe environment, it is accepted that accidents can occur. Primary Goal staff are all remote, desk-based, home workers and therefore should keep basic first aid supplies at home, so that minor injuries can be treated immediately.

If an accident does occur, this must be reported immediately to the HR Department using the Accident and Near Miss Reporting Form and procedure. Reports will be logged on the Company's internal accident reporting log, which is held in the SharePoint HR Confidential folder.

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents.
- Specified injuries.
- Accidents resulting in a period of absence of more than seven days.

- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

If any of the above accidents involve apprentices, the Education and Skills Funding Agency should also be notified: <https://esfahelp.education.gov.uk/hc/en-gb>.

Review

Primary Goal will continue to review the contents of this policy and review annually.